INDIANA DEPARTMENT OF HOMELAND SECURITY

Joe Wainscott, Executive Director

IDHS: Leadership for a Safe and Secure Indiana

The Indiana Grants Management System (iGMS)

- iGMS login/Dashboard
- Creating a proposal
- Creating a budget
- Agreements
- Performance periods
- Creating a GAN
- Creating a request for expenditure (RFE)
- Quarterly reports

Introduction

- Development of the iGMS began in late 2004.

- Initially designed to function primarily as a budgeting and expense tracking tool.

- Grown into a broader project management tool.

- Provides real-time information to project managers, sub-recipients and IDHS field staff.

iGMS Account

- New users are required to contact the Grants Management Section to request an account. This contact may be made by email to Grants@dhs.in.gov.

- Ability to enter the iGMS from any computer with internet access.

- User should be the individual within the organization who will be assigned iGMS responsibilities.

- Currently iGMS allows one (1) user per budget.

Web Site: https://myoracle.in.gov/hs

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Login

At the login screen, users are to enter their e-mail address and password.

Indiana Department of Homeland Security

iGMS Login

your email: [   ]

password: [   ]

[login]

🔵 Reset Password   ➡ I have my password reset PIN!

A password can be changed by choosing Reset Password.

Dashboard

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Create New Proposal

The My Proposal section of the Dashboard is where you find the option to *create new proposal*.

Create New Proposal

title : [   ]

proposal template : [------ ▾]

[create]

cancel →

• *Title:* This is where you will choose a name for your proposal. The title should identify the project you wish to submit for funding consideration.

• *Proposal Template:* This is where you will choose the proposal template that is applicable to your request.

Proposal templates may include, but are not limited to:
- Homeland Security Grant Program (HSGP)
  - State Homeland Security Grant Program (SHSP)
  - Urban Area Security Initiative (USAI)
  - Metropolitan Medical Response System (MMRS)
  - Citizen Corps Program (CCP)
  - Indiana Homeland Security Foundation
- Hazardous Materials Emergency Preparedness Program (HMEP)
- Emergency Management Preparedness Grant (EMPG)

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Navigating the Proposal

iGMS

🏠 Home	› Proposals	› View Proposal

Test [edit title]

| 📝 edit proposal | ⊖ delete proposal | ⇒ to pdf | ⬇ scroll to funds | ⟳ refresh | |

⊙ **This proposal is not yet complete.** [show details] [refresh]

The **Proposal is not yet complete** notification tells you that you have an area that has not been addressed. By clicking on *show details* you can see exactly what section needs to be completed.

Editing a Proposal

You are editing proposal: **Test.**

← previous • Applicant Info ▾ → next ✖ end edit

Applicant Info

⊕ edit

➔ continue

Once a Proposal has been created all additional work in completing the application will be done in the edit mode.

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Applicant Information

Choosing the *edit* button on this section displays a screen requesting information about the applying entity.

Primary Point of Contact

The Primary Point of Contact (POC) section of the proposal requires that the applying entity provide information related to the individual being designated as the POC.

Project Justification

You are editing proposal: **Test**.

| ⇐ previous | • Overall Project Justification ▾ | ⇒ next | ✕ end edit | |

Overall Project Justification

Describe your understanding of the spectrum of terrorism and natural hazard risks your area faces. Explain how this understanding influenced development of this Project.

❌ cancel

save

Overall Project Justification   *characters of 2500 maximum limit*

In addition to the slight risk of terrorist attacks, Sherwood County is prone to natural hazards. During the previous two years alone, we have dealt with a major flooding issues, considerable damage from an ice storm and an EF2 tornado event.

We are therefore requesting funding that will allow Sherwood County to increase capabilities by enhancing our EOC and providing additional training for our first responder community.

⊕ **edit**

➔ continue

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Management & Administration (M&A) Costs

You are editing proposal: **Test.**

← previous   • A. Management and Administration Cost ▾   → next   ✕ end edit

A. Management and Administration Cost

Provide a brief overall summary of planned management and administrative (M&A) expenditures that support the implementation of the Project.

❌ cancel

save

A. Management and Administration Cost   *characters of **2500** maximum limit*

Sherwood County is requesting 3% of the total award to be used to hire a contractor to manage the grant activities. This position will be responsible for the submission of the Request for Expenditures, maintaining required source documentation, procurement activities and preparation of quarterly reports. In addition, this position will serve as the point of contact for monitoring activities and will ensure compliance with all applicable policies.

save

⊕ edit

→ continue

Project Management

You are editing proposal: **Test.**

← previous • B. Project Management ▼ ⇒ **next** ✗ **end edit**

B. Project Management

Describe the management team's roles and responsibilities, governance structures, and subject matter expertise specifically required for this Project.

❌ cancel

save

B. Project Management *characters of **2500** maximum limit*

The contractor, under the supervision of the EMA Director will be responsible for the daily oversight of the grants, iGMS activities and required reporting. The County Auditor will be responsible for the financial transactions. The EMA Director and the County Auditor report to the Sherwood County Board of Commissioners.

⊕ edit

⇒ continue

Baseline

You are editing proposal: **Test.**

| ← previous | ⦿ I. Baseline ▾ | → next | ✖ end edit | |

I. Baseline

The purpose of this section is for applicants to highlight any background information related to the Project, if it has been previously funded, and any progress that has been made to date. Responses should also define the purpose of the Project, whether it is new or ongoing, and include a detailed description of the Project's objectives, key accomplishments, and capability gaps that the Project is expected to address within the three-year, FY 2010 period of performance (July 1, 2010 - June 30, 2013).

➔ continue

Previous Request Name and Funding

You are editing proposal: **Test.**

← **previous**   •   A. Previous HSGP Request Name and Fund ⌄   ⇒ **next**   ✖ **end edit**

A. Previous HSGP Request Name and Funding

If the Project was included in a previous HSGP request, please provide the name of the Project and the total amount of HSGP funding that was dedicated to this Project, if any.

❌ cancel

save

A. Previous HSGP Request Name and Funding   *characters of 2500 maximum limit*

Sherwood County was awarded $15,000 from the 2007 PSIC funding to purchased three (3) mobile radios. Radios were assigned to county EMA (1); Fire Chief (1); and Sheriff (1).

⊕ edit

⇒ continue

Purpose Statement

You are editing proposal: Test.

← previous | ● | B. Purpose Statement ▾ | ⇒ next | ✕ end edit

B. Purpose Statement

Describe, at a high-level, what activities will be implemented and what will be accomplished by this Project.

❌ cancel

save

B. Purpose Statement   *characters of 2500 maximum limit*

The purpose of the grant application is to obtain funding to enhance the EOC and provide training for first responders. This will result in more effective response for the citizens of Sherwood County.

⊕ edit

➡ continue

Description

C. Description

Provide a description of the current state of this Project, its objectives, and any accomplishments that will be completed prior to the application of FY 2010 HSGP funds. Include in this description whether this is a new or ongoing Project. Describe the capability gap(s) that this Project is intended to address. Reviewers do not directly score the responses provided by applicants in the Baseline section; however, the information provided will be taken into consideration when scoring other sections. For example, this section provides valuable background and contextual information when evaluating the Comprehensive Project and Portfolio scoring questions.

❌ cancel

save

C. Description *characters of 2500 maximum limit*

An exercise held in July of 2009 concluded that there were gaps in interoperability. These gaps were found to be primarily caused by outdated equipment in our EOC.

Proposed equipment includes new computers, monitors and printers.

In addition to the equipment upgrades, we propose providing additional training for our first responders, particularly in the area of hazardous materials safety.

edit

➡ continue

Strategy

■ The Strategy section is where you will identify how your proposed project corresponds to identified state and national goals, objectives, capabilities, and priorities. This section consists of three (3) distinct areas:

– Goals and Objectives – This area is related to the Indiana Strategy for Homeland Security and asks for information on how the proposed project would meet those goals and objectives.

– Target Capabilities – This area is related to the target capabilities list identified by the US DHS and asks for information on how the proposed project would meet those capabilities. The target capabilities can be found at: https://www.rkb.us/hspd8.cfm.

– National Priorities – This area is related to the National Priorities identified by US DHS/FEMA and asks for information on how the proposed project would meet those priorities. The national priorities can be found at: http://www.fema.gov/about/divisions/npd.shtm.

Homeland Security Goals and Objectives

You are editing proposal: **Test.**

← previous · | A. Homeland Security Strategy goals and o ▾ | ⇒ next | ✖ end edit

A. Homeland Security Strategy goals and objectives

Identify how this Project supports the State/territory/Urban Area Homeland Security Strategy goals and objectives. Please reference relevant goal and objective numbers in the State/territory/Urban Area Homeland Security Strategy.

a. Identify relevant State/territory/Urban Area Homeland Security Strategy goals and objectives

b. Describe how the Project directly supports the State/territory/Urban Area Homeland Security Strategy goals and objectives discussed

⊕ edit

➔ continue

save

(i) Primary
Goal
`-----` ▾

(i) Primary
Objective
`-----` ▾

> Clicking on the arrows will show a list of available goals and objectives from which to choose.

(ii)
Secondary
Goal
`-----` ▾

(ii)
Secondary
Objective
`-----` ▾

Description   *characters of 2500 maximum limit*

The purchase of this equipment will allow our responders to better report conditions and coordinate response efforts.

Training will allow our responders to respond more efficiently and effectively to incidents involving hazardous materials.

⊕ **edit**

⇨ continue

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Target Capabilities

B. Target Capabilities

From the drop-down boxes, select one primary and secondary Target Capabilities that this Project supports. For the primary Target Capability selected, provide an explanation of how it is supported by this Project.

❌ cancel

save

(i) Primary Capability   -----
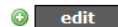
(ii) Secondary Capability   -----

Clicking on the arrows will show a list of available capabilities from which to choose.

Description   *characters of 2500 maximum limit*

This award will allow Sherwood County to increase public safety and security by having an updated EOC and additional training for responders.

save

➕ edit

➡ continue

National Priorities

← previous   • C. National Priorities   → next   ✖ end edit

C. National Priorities

From the drop-down boxes, select the National Priority(ies) that this Project supports; up to three may be selected.

❌ cancel

[save]

(i) Primary Priority   -----

(ii) Secondary Priority   -----

(iii) Secondary Priority   -----

[save]

⊕ [edit]

➡ continue

Implementation

In this section applicants must identify how the project will be implemented. There are three (3) distinct areas that are to be addressed.

- Funding Plan – this area asks for information on how the project funds will be used including any matching funds.
- Accomplishments – this area asks that applicants identify key events associated with achieving the overall objective of the project. Applicants will also be asked to identify specific milestones that will mark progress toward the accomplishments. In addition to the accomplishments and milestones, in this section, applicants will identify challenges that could potentially impact achievement of the milestones/accomplishments.
- Challenge Mitigation – this area asks applicants to describe how the specific challenges identified in the previous section will be mitigated.

Funding Plan

⇐ **previous**   • A. Funding Plan   ⇒ **next**   ✗ **end edit**

A. Funding Plan

The Funding Plan will be evaluated on its ability to describe how the funds will be used and whether the planned expenditures are appropriate. An applicant's funding plan aligns with the five POETE categories: Planning, Organization, Equipment, Training, and Exercise. While applicants are not expected to include all of these categories as part of their response, the planned expenditures should be appropriate for the solution area and grant program in which they are described.

Provide the total estimated cost to implement this Project during the three year, FY 2010 HSGP period of performance by completing the following table:

- For each solution area that has an associated FY 2010 HSGP cost, provide a brief summary of the planned expenditures (including personnel)
- If this Project includes optional cost sharing funds, provide the cash or in-kind funding amounts in the appropriate section of the funding table and describe how those funds will be applied
-Other sources of funding should be identified and described appropriately

⊕ **edit**

➔ **continue**

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save

A. Funding Plan *characters of 2500 maximum limit*

These activities will be funded 100% with grant funds

save

edit

→ continue

Accomplishments

← previous   •   B. Accomplishments   ⇒ next   ✖ end edit

B. Accomplishments

The Accomplishments section allows applicants to outline the key events that will demonstrate progress toward achieving the overall objective of the Project within the three-year period of performance. Applicants are also asked to identify the milestones that will lead to the successful realization of the Accomplishment, and specific challenges that could impact the achievement of the accomplishment. Mitigation strategies for these potential challenges do not have to be outlined in this sub-section, as applicants are asked to do so in the Challenge Mitigation sub-section that follows.

Applicants are asked to identify up to five accomplishments and will not be penalized for only including one. Each accomplishment should include:

- A clear description of the accomplishment and a specific end date for when the accomplishment is expected to be achieved - At least one milestone that will indicate the Project is progressing toward the accomplishment. Milestones should be specific and should represent shorter-term events that indicate that the accomplishment can be achieved within the timeframe specified. Milestones should include specific dates. If more than one milestone is given, they should represent a clear sequence of events that lead to the associated accomplishment. - At least one challenge that may impede the achievement of the accomplishment within the period of performance. Project challenges should represent key potential barriers to achieving the associated accomplishment.

As with the accomplishments, applicants will not be penalized for including only one milestone or one challenge, as long as each is appropriate, clearly defined with sufficient detail, and directly related to the associated accomplishment.

⊕ **new**

⇒ **continue**

cancel

save

Milestone *characters of **2500** maximum limit*

Provide HazMat Training

Date 08/31/10

save

new

→ continue

Milestone	Date	

Challenge Mitigation

You are editing proposal: Test.

⟵ previous | • C. Challenge Mitigation ▾ | ⟹ next | ✗ end edit

C. Challenge Mitigation

The Challenge Mitigation sub-section asks applicants to explain how the management team (described in the Overall Project Justification section of the Project) will mitigate each of the specific challenges identified in the Accomplishments sub-section. Responses should explain in detail how the challenges will be mitigated to meet the milestones in order to achieve the key accomplishments for the proposed Project.

⊕ new

⇨ continue

Challenge	Mitigation	

Schedule training for optimum attendance

Work with training provider to ensure a variety of times and dates are available.

Impact on Identified Risk
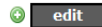
A. Impact on Identified Risk

The purpose of this section is to allow applicants to directly describe how achieving the implementation plan and specific accomplishments outlined in the Implementation section of the Project will reduce the risks identified by the applicant in the Overall Project Justification question. Please note that risk in this context is defined as threat, vulnerability, and consequence.

❌ cancel

save

A. Impact on Identified Risk   *characters of **2500** maximum limit*

The EOC Enhancements will help close the gaps identified in the AAR of the July, 2009 exercise. In addition, the training will ensure effective response in instances of hazardous materials events.

⊕ edit

➡ continue

Optional Attachments

Applicants have the option of including graphic file attachments. The preferred method is as a .PDF file.

❌ cancel

Upload a file

filename [   ] Browse...

*If possible, please upload only ***.pdf** or any of the following*

*image file formats : ***.jpg, *.gif, *.tiff, *.png***

notes [   ]

[**upload file**]

Add Funds

Funds

⊕ add funds

❌ cancel

➡ **select the funds you want to add:**

2010 > State Homeland Security Grant > LOCAL > Adams County Equipment > Adams ▾   [add]

fund id	year	grant	local/state	project	award	budgeted	balance	contact	performance period end date	fully executed agreement

Funds

⊕ add funds

fund id	year	grant	local/state	project	award	budgeted	balance	contact	performance period end date	fully executed agreement	
12812	2010	State Homeland Security Grant	LOCAL	Adams County Equipment	$10,000.00	$0.00 ➡ INITIAL	$10,000.00			❌	⊖ delete

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Creating a Budget

Budget #3781

⇒ budget logs   ⇒ quarterly reports   📝 funding change request

📄 to pdf   📄 to pdf (Exhibit A)

contact	**John August** (jaugust@co.adams.in.us)
	Adams
	Adams County Emergency Management
	PO Box 87
	313 S. 1st Street
	Decatur, IN 46733
	phone: -
	fax: 260-724-5321
fund	2010 ⇒ State Homeland Security Grant ⇒ LOCAL ⇒ Adams County Equipment ⇒ 12812
project manager	Niki Theeuwes
proposal	**Test** ⇒
status	**INITIAL**
end date	-----
encompass project id	-
allocated	$10,000.00
budgeted	$10,000.00
balance	$0.00

- Fund – Is based on the funding added to the proposal.
- Project Manager – Is identified based on the IDHS assigned project manager of the funding.
- Proposal – Identifies the proposal to which the funding is tied.
- Status – Indicates whether the budget is in initial status, has been submitted, and/or approved.
- Fully Executed Agreement – Indicates whether an agreement has been completed. A **red X** indicates an agreement has not been fully executed while a **green check** mark indicates it has and you can link to it.
- Encompass Project ID – Is assigned based on funding choice. Budget is not allowed to be submitted without an Encompass Project ID assigned by IDHS fiscal. This will be populated for all budgets by IDHS.

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Budget #3781

⇒ budget logs ⇒ quarterly reports 📝 funding change request

📄 to pdf 📄 to pdf (Exhibit A)

contact	**John August** (jaugust@co.adams.in.us)
	Adams
	Adams County Emergency Management
	PO Box 87
	313 S. 1st Street
	Decatur, IN 46733
	phone: -
	fax: 260-724-5321
fund	2010 ⇒ State Homeland Security Grant ⇒ LOCAL ⇒ Adams County Equipment ⇒ 12812
project manager	Niki Theeuwes
proposal	**Test** ⇒
status	**INITIAL**
end date	-----
encompass project id	-
allocated	$10,000.00
budgeted	$10,000.00
balance	$0.00

•Allocated – Indicates the amount of funding assigned to the project. May also read "open" to indicate an active solicitation with no amount set.

•Budgeted – Indicates the amount of funding assigned to individual line items. A budget may not be submitted if it does not total the allocated amount (if applicable).

•Balance – Indicates the difference between the allocated amount and the budgeted amount (if applicable).

•Contact – Indicates the primary contact person for the budget. If the IDHS contact on the budget needs to be changed, please submit a fund change request via the iGMS.

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Editing Contact Information

It is important to periodically check and update the contact information. To edit the contact information, choose *contact info* from the dashboard.
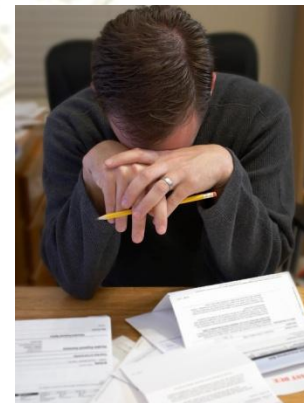
Budget Detail

This is the area where items to be purchased and/or activities funded with grant dollars are described in detail.

Once approved, the budget becomes part of the legal agreement and must be followed to avoid monitoring findings, disallowed costs or other penalties.

Create New Item

Choosing *create new item* from the budget screen will allow users to enter specific line item information related to proposed expenditures

Budget Items Total $0.00

⊕ create new item

No item yet specified in this budget.

Budget Item Form

budget item form

Balance: $10,000.00

Description:

Solution Area: -----

Category: --

Discipline: -----

:

:

:

:

$1

Narrative:

0 characters of 2500 maximum limit

save

Budget Item Form Fields

- Balance
- Description
- Solution Area
- Category
- Discipline
- Quantity

- Unit Price
- Unit
- Approved Equipment ID
- Narrative

Equipment Solution Area

- Agricultural Terrorism Prevention, Response, and Mitigation Equipment
- CBRNE Aviation Equipment
- CBRNE Incident Response Vehicles
- CBRNE Logistical Support Equipment
- CBRNE Operational and Search & Rescue Equipment
- CBRNE Prevention and Response Watercraft
- CBRNE Reference Materials
- Cyber Security Enhancement Equipment
- Decontamination
- Equipment – Explosive Device Mitigation and Remediation
- Information Technology
- Inspection and Screening Systems
- Interoperable Communications Equipment
- Intervention Equipment
- Medical
- Other Authorized Equipment
- Personal Protective Equipment
- Physical Security Enhancement Equipment
- Power
- Terrorism Incident Prevention Equipment

Exercise Solution Area

- Backfill
- Contractors/Consultants/Instructors
- Evaluation
- Full or Part-time Staff
- Materials and Supplies
- Meeting Space
- Meeting and/or Facilitation Costs
- Other
- Overtime
- Planning and/or Exercise Plan Development
- Travel

Management & Administration Solution Area

- Contractors/Consultants/Instructors
- Fees/Charges
- Meeting-related Expenses
- Office Equipment/Supplies
- Office Rent/Lease
- Other
- Staff/Salary
- Travel

Organization Solution Area

■ Orange Alert Costs

■ Overtime

– Defined as: Actual wages paid by an employer incurred by personnel over and above their normal scheduled work hours. Invoices must contain documentation showing the names of the employees involved, number of hours involved, their normal pay and overtime rate, the fact that the employee is overtime eligible and a copy of the employer's overtime policy. In no case is dual compensation allowable. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and Unemployment Compensation.

– Overtime may include part-time or half-time employees who work over and above their normal scheduled work hours or work week.

Planning Solution Area

- Citizen and Family Coordination
- Communications Development
- Conference
- Cyber Risks Mitigation Plans
- Cyber Risks and Vulnerability Assessment
- Cyber Security Plans
- Emergency Operation Plans
- Commodity Flow Study

- Government Plans Development
- Hiring
- Implementation Meetings
- Materials
- Mutual Aid Agreements
- Point Vulnerability Assessments
- Response and Recovery Plans
- Terrorism Deterrence Plans
- Travel

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Training Solution Area

- Backfill
- Conference
- Contractors/Consultants/Instructors
- Evaluation (HSEEP)
- Full or Part-time Staff
- Materials and Supplies Used and/or Expended

- Meeting Space
- Meeting and/or Facilitation Costs
- Other
- Overtime
- Training Plan Development Costs
- Travel

Available Disciplines

- Agriculture
- Cyber Security
- EMS (Fire Based)
- EMS (non-Fire Based)
- Emergency Management
- Fire Service
- Governmental / Administrative

- Hazmat
- Health Care
- Law Enforcement
- Non-Profit
- Public Health
- Public Safety Communications
- Public Works

Approved Equipment ID

- This ID number corresponds to the Authorized Equipment List (AEL) located within the Responder Knowledge Base at https://www.rkb.us/FEMAGrants/DisplayFEMAGrants.cfm

- The AEL number designates the category and type of equipment being requested, as well as, eligibility for the grant

- *ALL* equipment purchases must have an AEL number and must be listed as eligible under the funding source being utilized.

Authorized Equipment List

FEMA Preparedness Grants Authorized Equipment List

Search Phrase: [　　　　　　　] [Search]

The **Authorized Equipment List (AEL)**, published by the FEMA Grant Programs Directorate, Department of Homeland Security, is used to determine equipment allowability under multiple grant programs as shown below. This version of the AEL applies to **FY2005 and later Fiscal Years** unless otherwise noted in the individual item data.

This list contains all items. You can customize by Grant.

Expand | Collapse All *(may take a while)* | View Summary in Excel

☐ **AEL**

    ☐ [01] Personal Protective Equipment

    ☐ [02] Explosive Device Mitigation and Remediation Equipment

    ☐ [03] CBRNE Operational and Search and Rescue Equipment

    ☐ [04] Information Technology

    ☐ [05] Cyber Security Enhancement Equipment

    ☐ [06] Interoperable Communications Equipment

    ☐ [07] Detection

    ☐ [08] Decontamination

    ☐ [09] Medical

    ☐ [10] Power

    ☐ [11] CBRNE Reference Materials

    ☐ [12] CBRNE Incident Response Vehicles

    ☐ [13] Terrorism Incident Prevention Equipment

    ☐ [14] Physical Security Enhancement Equipment

    ☐ [15] Inspection and Screening Systems

    ☐ [16] Agricultural Terrorism Prevention, Response, and Mitigation Equipment

    ☐ [17] CBRNE Prevention and Response Watercraft

    ☐ [18] CBRNE Aviation Equipment

    ☐ [19] CBRNE Logistical Support Equipment

    ☐ [20] Intervention Equipment

    ☐ [21] Other Authorized Equipment

Eligibility Based on Grant

Information Technology Category

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[04] Information Technology
- [04AP] Application Systems and Software
- [04HW] Hardware
  - [04HW-01] Computers
    - [04HW-01-HHCD] Computing Device, Handheld
    - [04HW-01-INHW] Hardware, Computer, Integrated
    - [04HW-01-MOBL] Computer, Mobile Data
  - [04HW-02] Peripherals
- [04MD] Media Devices
- [04SN] Sensor Devices
- [04SW] System and Networking Software

Hardware>>Computers>>Hardware, Computer, Integrated

General | Grant Allowability | Previous Numbering

AEL Number: 04HW-01-INHW

Title: Hardware, Computer, Integrated

Description

Computer hardware and operating system software designated for use in an integrated system allowable under the indicated grant programs. Such systems include detection, communication, cybersecurity, logistical support and Geospatial Information Systems. This item may include networking hardware (routers, wireless access points, etc.), servers, workstations, notebook computers, and peripherals such as printers and plotters procured with an allowable system and necessary for its implementation.

Where possible, copy and paste the description provided by the AEL as the narrative in your budget.

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Hardware>>Computers>>Hardware, Computer, Integrated

General | Grant Allowability | Previous Numbering

Operation Stonegarden Grant Program (OPSG) : YES
Interoperable Emergency Communications Grant Program (IECGP) : NO
State Homeland Security Program (SHSP): YES
Urban Area Security Initiative (UASI): YES
Metropolitan Medical Response System (MMRS): YES
Citizen Corps Program (CCP): YES
Emergency Management Performance Grant (EMPG): YES
Chemical Sector Buffer Zone Protection Program (Chem-BZPP) (2006 Only): NO
Buffer Zone Protection Program (BZPP): YES
Transit Security Grant Program (TSGP): NO
Port Security Grant Program (PSGP): YES
Intercity Bus Security Grant Program (IBSGP): NO
Urban Areas Security Initiative-Nonprofit Security Grant Program (UASI-NSGP): NO
Public Safety Interoperable Communications (PSIC): YES
Emergency Operations Center Grant Program (EOC): YES

Notes
Only hardware procured as part of a system allowable under the indicated grant programs is allowable under this item.

Environmental, Historic Preservation (EHP) Requirement

Print

Media Devices>>Displays>>Display, Video

General | Grant Allowability | Previous Numbering

Certain products in this category have been identified as requiring an Environmental and Historic Preservation (EHP) review. This does not apply to mobile and portable equipment, however all other items must be submitted for review. Please contact your assigned GPD Program Analyst or the Centralized Scheduling and Information Desk (CSID) at 1-800-368-6498 for further information.

AEL Number: 04MD-03-DISP

Title: Display, Video

This item is part of the AEL.

Description
Video display - assorted technologies including CRT, Plasma, LCD, etc.

BACK TO TOP

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AEL Problems

- In-complete AEL Numbers
- AEL not being eligible for the grant program
- If an item is not eligible for funding changing the AEL to a miscellaneous number does **<u>NOT</u>** make it eligible

Budget/Proposal Submission

Budget #3934

→ budget logs　　→ quarterly reports

📄 to pdf

↪ submit this budget

contact	**Andrew Klatte** (andrew.klatte@fssa.in.gov)
	Indiana Family & Social Services Administration
	Assistant Deputy Director
	402 West Washington W353
	Indianapolis , IN 46204 (MARION)
	phone: 317-232-7935
	fax: 317-233-3472
fund	2009 ⇒ EMPG ⇒ STATE ⇒ EMA Training ⇒ 13048
project manager	Amy Lindsey
proposal	**FSSA Community Research Project** ⇒
status	**INITIAL**
fully executed agreement	✖
encompass project id	38509EMPEMATRAN
allocated	$20,000.00
budgeted	$20,000.00
balance	$0.00

Budget / Proposal Approval

Once a Proposal / Budget has been submitted in response to a request related to a federal application:

- Budgets/Proposals are reviewed at the IDHS Level
- Applicants may be asked to make changes
- IDHS submits application to FEMA/US DHS
- FEMA/US DHS approves projects
- Applicants may be asked to make changes based on final award figures
- Budgets are approved
- Sub-grant agreements are drafted

Agreements

Currently IDHS uses three (3) types of agreements:

- Sub-Recipient Agreement – used to convey funds from IDHS to a sub-recipient. Sub-recipients are entities such as a county, city, township, or other legal entity.

- Memorandum of Understanding (MOU) – used to convey funds to another state agency. Examples are: Indiana Department of Transportation and Indiana State Police.

- Letter of Consent – used to give IDHS authorization to expend money on behalf of local partners.
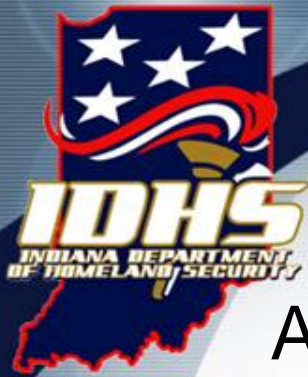
Fully Executed Agreements

An agreement is considered fully executed when it has been signed by all parties – including those required at the state level.

<u>No</u> purchases or activities should take place prior to having an agreement fully executed.

Fully executed agreements (FEAs) received from legal are uploaded to iGMS on a weekly basis.

Agreement Tracking

The iGMS allows users to see the status of all agreements.

Performance Periods

- Sub-grant agreements are written with an initial six (6) month performance period with the provision for an extension.

- Extensions to the performance period must be made via the iGMS and must include a reasonable justification.

- Extensions are not guaranteed – IDHS reserves the right to de-obligate unexpended funds and/or deny an extension.

Budget Adjustments

When a user needs to make adjustments to an approved budget – they must submit a Grant Adjustment Notice (GAN) for approval. GANs are to be used for the following:

- Request an extension to a performance period
- Adjust the price of an item(s)
- Modify activities/purchases
- Return unexpended funds
- Zero out or close out a budget

GAN Approvals

■ GANs must be "submitted" – those in initial status are not visible for action

■ GANs MUST include a justification of why the request is being made

■ Project Managers must review and approve prior to Grants Management

■ AEL(s) will be checked and may require EHP(s) prior to approval

■ End date GANs will not be approved too close to to the federal performance period end

Create a GAN

Budget #3383

⇒ budget logs	⇒ quarterly reports	⇒ most recent GANs	📝 funding change request

⊕ create a new GAN	📄 to pdf	📄 to pdf (Exhibit A)

I want to create a new ----- ▼ **GAN.**

notes/justification:

[text box   ]

create GAN

Available Options:

- End date GAN
- Budget GAN

End-date GAN

Budget GAN

Budget GAN #20504 - IDHS Planning - Grants Management (115014)

delete | submit

adjusted items

gan status	INITIAL
notes/justification	Test

fund	2010 → Testing for Training → State → Test Allocation → 12024		
project manager	Niki Theeuwes		
allocated	$100,000.00	gan budget	$60,000.00
gan balance	$40,000.00	gan obligation rating	0%
reimbursed	$0.00		
gan reimbursed balance	$60,000.00	disbursed	$0.00

Budget Items Total $60,000.00

create new item

solution area: EXERCISE

				unit	price/rate	hours	amount
edit	delete	(#20449) description	Computer for Programmer	5000.0	$3.00	4.0	$60,000.00
		category	Backfill				
		discipline	Agriculture				
		narrative	Computer for the programmer to use to develop system.				
						reimbursed	$0.00
						balance	$60,000.00
						obligation rating	0%
						* pending	
						EXERCISE TOTAL	$60,000.00

Request for Expenditures

■ Commonly referred to as RFE(s).

■ Gateway for all reimbursement requests.

From the dashboard you will choose *Request for Expenditure* from the General Budget Information section.

Indiana Department of Homeland Security

iGMS

🏠 home

My Proposals

⊕ create new proposal

- 2009 EMPG Salary Reimbursement
- 2010 Foundation Grant
- 2009-2010 HMEP Grant
- 2008 HSGP Citizen Corps Program Proposal/CERT & Fire Corps
- 2009 Foundation Grant

General Budget Information

➡ Complete Budget List

➡ Quarterly Report

➡ Request for Expenditure

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Create a New Request

Request for Expenditures

🔵 create a new request

filter options   [hide advance options]

| rfe #: [   ] | tracking #: [   ] | ⇒ get |

⇒ get

| status ⇒ [----- ▾] | invoice approval ⇒ [----- ▾] | ⇒ get |

A budget not being available or not being able to complete an RFE may be caused by the following:

•The budget has not been approved or it has a Grant Adjustment Notice (GAN) that has not been approved (regardless of the type of GAN or whether in initial or submitted status).

•Attempting to spend against a budget past the performance period end date.

•Not having Quarterly Reports completed.

•The Grant Agreement may not be fully executed.

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RFE Summary

Once the initial section of the RFE is completed and saved, the next section of the RFE is the summary page. This view shows the information completed in the previous section, as well as, allows the following functions:

- Edit
- Delete
- Submit
- Convert to a PDF

RFE Summary

edit	delete	submit	pdf

RFE #	**30524**
description	2009 Salary Reimbursement
Status:	**INITIAL**
Created By:	MARBACHK_25005
Created Date:	03/24/10
Updated By:	
Updated Date:	

funding

fund	2009 ➡ EMPG ➡ LOCAL ➡ 2009 EMPG Salary Reimbursement ➡ 12316
project id	
encompass project id	38509EMPLOCLSAL
project manager	Rachel Meyer

Additional Information Required by State Agencies

Due to the payment method used to reimburse State Agencies the following additional information is required.

- Unit
- Fund
- Account
- Program
- Department
- Project
- Activity
- Locality

This information should be on the invoice or in the *notes* section of the RFE

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Item Section of the RFE

- In this section of the RFE, the user will enter the item(s) and associated amounts the RFE will cover.
- Choosing *add new RFE* item will be up an additional screen for this information

items

⊕ add new rfe item

tracking #	vendor	description	amount	
		TOTAL:	$0.00	

Invoice Example

New RFE Item

cancel

create new RFE item

vendor	Johnson Hotel Group
description:	Lodging for conference attendees. Date of conference is May 18, 2010
amount	$26,550.00
document type	Invoice
document id	100
document date	May 18, 2010

save

Audit an RFE

items

⊕ add new rfe item

tracking #	vendor	description	amount		
39346		Lodging for Conference participants	$26,550.00 150 (qty) x 177.0 (Each)	document type: document id: document date:	✎ edit ⊖ delete ✗ audit incomplete ✎ admin edit
		TOTAL:	**$26,550.00**		

You are auditing: tracking #38390

⊕ add new audit

status:	✗ **audit incomplete**
amount:	$112.92
audited amount:	$0.00
balance:	$112.92

No audit entry yet for this expenditure.

❌ close audit

Add New Audit

You are auditing: tracking #38390

⊕ add new audit

status: ✖ **audit incomplete**

amount: $112.92

audited amount: $0.00

balance: $112.92

description	amount	audited	balance	
Grant Management Operations	$225,000.00	$54,655.62	$170,344.38	$112.92 → save

No audit entry yet for this expenditure.

❌ **close audit**

Upload a File

Proof of Expenditures

- IDHS requires that sub-grantees receiving grant funds provide proof that the funds have been used in the manner for which they are intended. In order to do this, all grants require that either an Auditor's Report, a copy of a cancelled check (front and back) or a copy of the Electronic fund transfer be provided. In most instances, this can be done once the sub-grantee has received reimbursement from IDHS. However, Foundation Grants, and the Hazardous Materials Emergency Planning (HMEP) Grant require that Proof of Expenditure be submitted prior to reimbursement.

- Currently, Grants Management requires that sub-grantees have only one (1) transaction open at a time. Therefore, if a sub-grantee has not provided Proof of Expenditure, future reimbursements will be held until appropriate proof from prior reimbursements is received.

RFE Logs

The logs feature can be used to show actions that have been taken. Activity can be updated by using the *add a note* option.

logs

⊕ add a note

• **On 03/01/10, BLEYDENS wrote:**

RFE #29723 - Disbursement information has been added to this RFE.

Note:
If you have not uploaded your proof of payment in the iGMS system please do so ASAP. A proof of payment is an auditors report or a copy of a cancelled check front and back. If you do not have scanning capabilities please fax the proof of payment to 317-233-9486.

warrant: 101070783
amount: 2284.80
sent date: 03/01/10

• **On 03/01/10, BLEYDENS wrote:**

RFE #29723 - updated to PAID_IN_FULL by BLEYDENS

Note:

• **On 02/12/10, CMORRIS wrote:**

RFE #29723 - updated to ORDERED by CMORRIS

Note:
FORWARDING TO A/P FOR PROCESSING, CLM

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Quarterly Reports

All sub-grantees are required to complete quarterly reports on all open grants. These reports MUST be received on or before the 15th of the month following the end of the quarter. For quarterly reporting, Grants Management follows the State fiscal calendar, which is as follows:

- Quarter 1   July 1 – September 30   **Due**   October 15
- Quarter 2   October 1 – December 31   **Due**   January 15
- Quarter 3   January 1 – March 31   **Due**   April 15
- Quarter 4   April 1 – June 30   **Due**   July 15

Sub-grantees will receive reminders generated by the iGMS system beginning on the 1st of the month when a report is due.

Quarterly Report Notification

Beginning on the 1ˢᵗ of month when reports are due – your home page will show a notification that quarterly reports are due

ⓘ The following fund allocations requires quarterly reports:	term(due date)
2008 Buffer Zone Protection Program > LOCAL > Indianapolis BZPP Site 2	3RD QUARTER (04/15/10) ➡ view draft
2008 Emergency Management Performance Grant > LOCAL > 2008 EMPG Local Allocations	3RD QUARTER-FINAL (04/15/10) ➡ ⊕ create
2007 Emergency Management Performance Grant > LOCAL > Local Allocations	3RD QUARTER-FINAL (04/15/10) ➡ ⊕ create
2007 Law Enforcement Terrorism Prevention Program > LOCAL > Critical infrastructure Protection Training	3RD QUARTER (04/15/10) ➡ ⊕ create
2007 Law Enforcement Terrorism Prevention Program > LOCAL > Geographic Information Systems Enhancements	3RD QUARTER (04/15/10) ➡ ⊕ create
2007 Metropolitan Medical Response System > LOCAL > Local MMRS Projects - Indianapolis & Fort Wayne	3RD QUARTER (04/15/10) ➡ ⊕ create
2007 Public Safety Interoperable Communications Program > LOCAL > Equipment/Training	3RD QUARTER (04/15/10) ➡ ⊕ create
2007 State Homeland Security Program > LOCAL > RACES Enhancement	3RD QUARTER (04/15/10) ➡ ⊕ create
2007 Urban Area Security Initiative > LOCAL > Health	3RD QUARTER (04/15/10) ➡ ⊕ create
2006 CCP > LOCAL > Local Projects	3RD QUARTER-FINAL (04/15/10) ➡ ⊕ create

The iGMS will not allow **ANY** reimbursements to be submitted if quarterly reports are outstanding.

funding allocation:	2008 Emergency Management Performance Grant > LOCAL > 2008 EMPG Local Allocations > 10239
term:	3RD QUARTER-FINAL (from 01/01/10 to 03/31/10)
approved budget:	$94,903.86
encumbered:	$94,903.86
balance:	$0.00
CFDA#:	
project director name:	Niki Theeuwes
Objective and Performance Indicators:	This grant is to reimburse the county for 50% of the salaries of three positions to ensure staffing for planning activities. These planning activities were completed as outlined in the proposal.
Implementation Schedule:	All planning activities have been completed and implemented as required.
Technical Assistance:	None required at this time.
Equipment Status:	No equipment was purchased with this funding.
Personnel Status:	All personnel funded with this grant are still in the outlined positions.
Other Issues:	None at this time.
financial officer:	Martha Wise

save

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REPORT #10009

edit | delete | pdf

⚠ This report is not yet submitted. **Submit now?**

funding allocation:	2008 Emergency Management Performance Grant > LOCAL > 2008 EMPG Local Allocations > 10239
status:	DRAFT
term:	3RD QUARTER-FINAL (from 01/01/10 to 03/31/10)
approved budget:	$94,903.86
encumbered:	$94,903.86
balance:	$0.00
CFDA#:	
project director name:	Niki Theeuwes
Objective and Performance Indicators:	This grant is to reimburse the county for 50% of the salaries of three positions to ensure staffing for planning activities. These planning activities were completed as outlined in the proposal.
Implementation Schedule:	All planning activities have been completed and implemented as required.
Technical Assistance:	None requested at this time.
Equipment Status:	No equipment was purchased with this funding.
Personnel Status:	All personnel funding with this grant are still in the outlined positions.
Other Issues:	None at this time.
financial officer:	Nancy Stephens

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Quarterly Reports

- After submitting on iGMS, the .PDF form must be signed by the Project Director/Manager at the local level and the Financial Manager at the local level.

- Once signed it MUST be either faxed to IDHS Grants at (317) 233-9486 or e-mailed to Grants@idhs.in.gov.

- Subject heading should be Quarterly Report(s).

- Originals should be maintained at the local level for monitoring.

Q&A